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21 MAR 1988

MEMORANDUM FOR: Director of Information Technology

FROM: John M. Ray
Director of Logistics

SUBJECT: Space Assignments for OIT Components

REFERENCE: Memo for D/OL, from D/OIT, dtd 1 February 88,
Same Subject

Ed:

25X1 1. We are in the uncomfortable position of having no more
25X1 space on the Headquarters Compound. While we are acutely aware of
the problems you face because of the decision that most of the
Office of Information Technology (OIT) will now go to [redacted]
[redacted] when it is completed, we have no solution to mitigate
completely any ill effects in the interim period. There simply is
no additional permanent space, contiguous or otherwise, available to
OIT in the New Building unless someone moves out. Moreover, the OIT
employees in the Original Building must be out of the way of
Backfill renovation activities by 1 November 1988. The options
available for accomplishing this are not particularly palatable by
any stretch of the imagination, but they represent the only possible
course of action at this time.

25X1 2. Issue A. We must move the [redacted] OIT employees presently in
the GA corridor and in Room 1A13 of the Original Building, and the
six additional contractors, to temporary quarters in existing OIT
space in the New Building until interim external space is
available. As noted above, the move from the Original Building has
to occur by 1 November 1988. We will help you in any way we can to
make this possible. The external space should be available in the
January to March 1989 period when Audit Staff is scheduled to vacate
Key Building and the Office of Personnel should be leaving Ames
Building.

25X1 3. Issue B. For the same reasons noted above, OIT must vacate
the 1A53-1B07 area as previously planned when the Communications
Center goes. This area becomes swing space which is critical to the
renovation program. OIT has been assigned [redacted] square feet of this
space at the corner of 1B and 1C corridors for a crisis center,
which will have to suffice for the stay-behind and training
operations you note in the referenced memorandum.

25X1 All Portions CONFIDENTIAL

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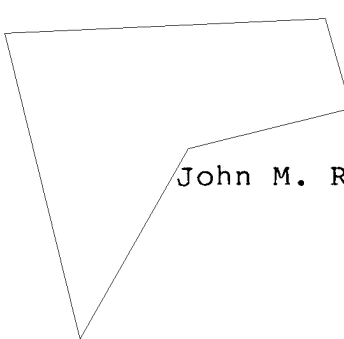
SUBJECT: Space Assignments for OIT Components

4. Issue C. Room CJ06 is available for your use until February 1989. At that time it must be vacated to make way for an element which is in the way of the cafeteria expansion. You may wish to gamble with us on this one. It is a small space to replace, and something might become available elsewhere in the building when the moves to the New Building begin.

5. Issue D. We can help you with the PC Software Center problem. If it cannot be accommodated in the New Building, we will leave it where it is in the Original Building.

25X1 6. Issue F (sic). As you are probably aware, there is
25X1 considerable pressure to move [] now to make way for minor expansion of the Inspector General Staff that has been mandated by the Director of Central Intelligence. If an alternative to this move is found, which is unlikely at this moment, [] is probably secure there for another 1 to 2 years until the renovation program catches up with him. We recommend that you initiate discussions with the Directorate of Intelligence regarding his housing.

25X1 7. I wish I could be more helpful on your request, but for the
25X1 present we have run out of space options on the Compound. It appears that the bulk of the OIT housing problem centers on employees who are destined for [], but are disenfranchised until [] is complete. The Key/Ames solution is probably the best move, but there will be several months of severe belt tightening in the New Building until these external spaces are vacated. As you are aware, the space situation is dynamic. If an opportunity to serve you better presents itself between now and 1 November 1988, we will grab it. I do not advise you to gamble on such an occurrence, however.

25X1 
John M. Ray

SUBJECT: Space Assignments for OIT Components

25X1

OL/FMD (7 March 1988)

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OIT 0167-88

01 FEB 1993

MEMORANDUM FOR: Director of Logistics

FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: Space Assignments for OIT Components

25X1 1. OIT recently completed the allocation of space for its components to
be located on the Headquarters Compound and [redacted] As a result, we
have several issues still unresolved for which we seek your assistance. Of
25X1 most concern is our insufficient office space in the New Headquarters Building
(NHB) which ultimately impacts Old Headquarters Building (OHB) backfill and
external building space assignments. This shortage stems from significant
personnel growth after initial planning for NHB space. [redacted]
suggested that our concerns be documented to the Director of Logistics, hence
this memo.

2. To resolve our lack of space, we first propose that OIT receive
additional contiguous space in the NHB. This space would be used solely for
the Operations Group, Customer Services Group, and Engineering Group, each of
which directly supports all Agency customers on the compound. This additional
space would enable OIT to provide quick service calls and minimize periods of
equipment down-time. If such additional space is not identified, we must
resort to the following recommendations.

3. Issue A. After careful planning of OIT's NHB space, we do not have
sufficient space for several divisions of Engineering Group residing on the
ground floor of Headquarters Building. While we plan to move these divisions
25X1 [redacted] in 1991-92, we have no interim location for them. The components
25X1 impacted include: Office of the Chief ([redacted] personnel in GA corridor- 1110 sq.
25X1 ft.), Data Base Systems Division [redacted] personnel in 1A13-1338 sq. ft.), and
25X1 Office Products Division ([redacted] personnel in GA corridor-1750 sq. ft.). These [redacted]
employees occupy [redacted] sq. ft. for an average of [redacted] sq. ft. per person
25X1 (obviously overcrowded conditions). Additionally, EG has an immediate
requirement to house [redacted] contractors who support Headquarters computer
systems. Since all these components are dependent on ADP equipment to a high
degree, it is difficult and expensive to relocate them outside the
25X1 Headquarters compound and still maintain the communications access necessary
25X1 for them to do their jobs. To resolve this situation, we request these
personnel be located in [redacted] sq. ft. in the GA corridor until they can
move [redacted]

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25X1 4. Issue B. OIT's limited space in NHB has impacted heavily on the
25X1 Operations Group (OG), especially those functions which support the
Communications Center (CoC). In order to provide an orderly transfer of
Communications Center functions to the NHB, OIT must maintain redundant
systems for a temporary period. To support the stay-behind system in OHB, OIT
must retain space in the 1A53-1B07 area for personnel and equipment.
Additionally, as with EG, there is insufficient space in NHB to house [] OG
personnel and equipment currently in OHB. OG also requires space to comply
with Inspector General mandated changes in training. To meet these needs, we
request retention of space in the 1A53-1B07 corridor until [] opens. At
that time, OIT would retain only the currently planned Crisis Communication
Center and Distribution Area in the 1B corridor.

25X1 5. Issue C. Installation Division/Customer Service Group (ID/CSG)
25X1 currently uses space in GA43 Headquarters, GJ06 Headquarters, and the North
25X1 Dock to support ADP equipment installations and maintenance. To properly
service all Headquarters compound customers, OIT will need portions of these
personnel and attendant equipment in each building. Of the [] sq. ft.
necessary to support this function, [] sq. ft. has been allocated in NHB.
To meet OIT's support requirements for OHB, we request that GJ06 [] sq. ft.)
be retained. This solution will benefit all Headquarters residents well,
especially in light of the ever-increasing Agency demand for more timely
installation and maintenance of ADP equipment.

25X1 6. Issue D. The Personal Computer Software Center (PCSC) is located in
2C11 Headquarters. This function services all directorates and should be
centrally located on the Headquarters compound to be effective in receiving
and disbursing software. Their requirements include: Close proximity to
loading dock (or close access to elevator), [] sq. ft. of lockable and
alarmed space to allow secure storage of software and open storage of
classified information, attractive customer-oriented environment, and
connectivity for data, secure, and non-secure communications. An ideal
location would be the foyer area of the NHB, if security and connectivity
requirements can be met. However, if this option is not feasible, the PCSC
should remain in 2C11 OHB.

25X1 7. Issue F. [] a senior OIT officer, currently
occupies an office in 6D5917 and provides substantial support to DI efforts.
Space has not been provided for him in the New Headquarters Building and OIT
would prefer he remain in his current location.

25X1 8. If you have any questions concerning these issues, please contact Mark
[] on extension []

25X1 []
Edward J. Maloney

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